



## Step-by-Step Guide to Using eZ-Audit For Public Schools

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## Step-by-Step Guide to Using eZ-Audit For Public Schools

### eZ-Audit Overview

#### *Frequently Asked Questions...*

##### What is eZ-Audit?

eZ-Audit is a web based paperless single point of submission for financial statements and compliance audits. A designee from your school simply signs on to eZ-Audit, enters summary audit and financial data directly from your report into a web form, attaches an electronic version of the report, and hits the submit button. Your submission through eZ-Audit will allow for more rapid and efficient processing by the Department of Education (ED) and therefore provide you with immediate feedback.

##### How does eZ-Audit work?

1. Your school submits its compliance audit data and summary financial data via an internet web form (follow this manual for complete instructions).
2. Your school also attaches an electronic copy of your financial statement and compliance audit in a non-editable pdf format (using Adobe Acrobat).
3. The eZ-Audit system automatically forwards flagged financials and deficient audits to FSA's Case Management Team for resolution.
4. Case Teams communicate with you to reach resolution.
5. As desired, you can periodically check eZ-Audit for the status of your report.

##### How does eZ-Audit Benefit You?

- You will receive instant acknowledgement of receipt – no more lost reports!
- You will no longer need to make any copies or send reports in the mail to ED.
- Processing times will be greatly reduced, thus allowing for quicker remediation of findings.
- Web forms will contain pre-populated fields.
- There are no new reporting requirements – data entry will be limited to the same data already contained in the reports.
- The time spent submitting these forms should be less than 1 hour.
- Status of your submissions will be accessible to you online at anytime.
- A Help Desk will be available for assistance at 1-877-263-0780.

##### Who at my school will use eZ-Audit?

- *eZ-Audit Institution/School Administrator*, selected by your school, is responsible for:
  - Registering your school with eZ-Audit
  - Providing/managing access to data entry and submission approval personnel, as identified by your school
  - Maintaining security information regarding schools users as required
- *eZ-Audit Data Entry Users*, selected by your school, are responsible for:
  - Entering data into the eZ-Audit system
  - Attaching non-editable, pdf files of financial statements and compliance audits
- *eZ-Audit Submission Approvers*, selected by your school, are responsible for:
  - Reviewing the submission prior to "submit"
  - Approving the submission via the "submit" action

##### What role should my auditor play in eZ-Audit?

You may choose to ask your auditor to serve as a *Data Entry User* of eZ-Audit. This means that your auditor would complete the fields in the system, and attach the audited documents in the non-editable. pdf format.



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If your auditor is *not* selected as a Data Entry User, you may request that your auditor electronically sends you your financial statements and compliance audits in the non-editable. pdf format using Adobe Acrobat.

Please note that attestation of your financial statements and compliance audits will be in the attachments of your documents – **additional electronic signatures are not required.**

### **eZ-Audit Technical Requirements**

eZ-Audit is a **web-based application**. This means you will not need to load a new application on your computer. You will simply need to ensure that you have an **Internet browser – either Netscape 4.76 or 6.2 or Internet Explorer 5.0 or higher.**

#### **NOTE**

**If you receive an error that does not allow you to access eZ-Audit when you type in the URL from your internet browser, please contact your network administrator and request that he/she do one of the following:**

- Open your firewall to allow all 165.224.xxx.xxx addresses through, which would allow your school access to all ed.gov sites
- Conduct an nslookup on ezaudit.ed.gov which will allow your school access to eZ-Audit

eZ-Audit requires you to attach a non-editable pdf version of your annual submissions. **Adobe Acrobat** must be used to create this attachment. You have several *options* for obtaining Adobe Acrobat:

- Purchase Adobe Acrobat 5.0 software that will allow you to scan paper copies of your submissions and convert them to pdf. (The retail cost of the software is approximately \$250)
- Convert an electronic version of your submission (word, excel, etc) to pdf format using [www.adobe.com](http://www.adobe.com) online. (Adobe provides this conversion capability for \$9.99 for one month with unlimited use.)
- Bring paper copies of your submissions to your local copying center (Kinkos, etc.) and request that they create a pdf version of your submission. (The cost of this option will vary, however \$30 - \$50 is a reasonable estimate.)

### **Consolidated Submissions (School Group Submissions)**

ED considers a school group as a collection of schools whereby a single school within the group (what ED calls the submitting institution) or a designated representative (such as a State Auditor) submits a single consolidated financial statement and compliance audit together to ED (For example; ITT, State of Louisiana (who submits for all the state schools in Louisiana), etc.).

#### **NOTE**

**If you provide ED with a consolidated submission (meaning that you submit on behalf of more than one school), only the submitting institution needs to register with eZ-Audit. Submitting institutions will submit for all schools in their school group. This single, consolidated submission for the school group will fulfill the reporting requirements for all schools that are part of the group. ED does not require that non-submitting institutions in the group register with eZ-Audit. As the submitting institution completes the audit information, please ensure that these questions are answered for all schools in your school group. For example, if any of the schools in your group has FFELP program then click **YES** for this question or if any of the schools in your school group has findings then please click **YES** for this question too. The submitting institution is only completing the Compliance Audit Information page once representing all schools in the group- the page should not be completed multiple times for each school. If you have additional questions regarding school groups, please send an email to [fzaezaudit@ed.gov](mailto:fzaezaudit@ed.gov) or contact the eZ-Audit hotline at 1-877-263-0780.**



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### ***eZ-Audit Submission Requirements***

The Department of Education strongly encourages you to use eZ-Audit for your annual submission. As of July 1, 2003 the Department of Education will no longer accept paper submissions of financial statements and compliance audits.

#### **NOTE**

OMB still requires submissions of A-133 reports (public and non-profit institutions) to be sent to the Federal Audit Clearinghouse .

When must an institution submit financial statements and/or compliance audit?

- **All participating institutions must submit financial statements and compliance audits annually. (34 CFR 668.23 and OMB Circular A-133)**
  - Public institutions' financial statements and compliance audits are due nine months after the end of the fiscal year (OMB Circular A-133).
- **If you are seeking initial participation in the Title IV Program.**
  - Please note that an Application for Approval to Participate in Federal Student Aid Programs ([www.eligcert.ed.gov](http://www.eligcert.ed.gov)) should be filed at the time of your submission.
- **If you undergo a change in ownership, merger or structure change.**
  - Please note that an Application for Approval to Participate in Federal Student Aid Programs ([www.eligcert.ed.gov](http://www.eligcert.ed.gov)) should be filed at the time of your submission.
- **If you wish to be reinstated to participate in Title IV program(s).**
  - Please note that an Application for Approval to Participate in Federal Student Aid Programs ([www.eligcert.ed.gov](http://www.eligcert.ed.gov)) should be filed at the time of your submission.

### ***eZ-Audit Rules of Behavior***

eZ-Audit is a Department of Education system. Department of Education computer systems are provided for the processing of Official U.S. Government information only. All data contained on Department of Education computer systems is owned by the Department of Education and may be monitored, intercepted, recorded, read, copied or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure."

You may decide to send FSA information, including personally identifying information. The information you supply – whether through a secure Web form, a standard Web form, or by sending an electronic mail message – is maintained by FSA for the purpose of processing your request or inquiry. FSA also uses the information you supply in other ways to further FSA's mission of maintaining stability and public confidence in the nation's banking system. Various employees of FSA may see the information you submit in the course of their official duties. The information may also be shared by FSA with third parties to advance the purpose for which you provide the information, including other federal or state government agencies. For example, if you file a complaint, it may be sent to a financial institution for action, or information may be supplied to the Department of Justice in the event it appears that federal criminal statutes have been violated by an entity you are reporting to FSA.



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The primary use of personally identifying information will be to enable the government to contact you in the event we have questions regarding the information you have reported. If you are concerned about how information about you may have been used in connection with the eZ-Audit web site, or you have questions about FSA's privacy policy and information practices, you should e-mail us at [webmaster@fsa.ed.gov](mailto:webmaster@fsa.ed.gov). Electronic mail is not necessarily secure. You are advised to be cautious when sending electronic mail containing sensitive, confidential information. As an alternative, we advise users to give consideration to using postal mail.

### **NOTE**

All eZ-Audit users are required to carefully read and sign the *eZ-Audit Rules of Behavior* document that can be accessed via the web at <http://ifap.ed.gov>. Each user of the eZ-Audit system must download a copy of the Rules of Behavior document, sign it and retain the copy in the institution's files.

### **Questions/Concerns**

- eZ-Audit will continue to post updates and critical information to IFAP at <http://ifap.ed.gov>.
- You can send an email to [fsaezaudit@ed.gov](mailto:fsaezaudit@ed.gov)
- Contact the eZ-Audit hotline at 1-877-263-0780.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### eZ-Audit Registration

**All institutions must submit a registration request letter to the Department of Education in order to gain access to eZ-Audit.**

To register, please mail a letter on your school's letterhead that includes the following:

1. First and Last Name of appropriate person in authority (e.g. President/CEO/Chancellor)
2. Signature of person named in #1 above
3. First and Last Name of eZ-Audit Institution Administrator
4. Signature of designated eZ-Audit Institution Administrator
5. e-mail address of eZ-Audit Institution Administrator
6. Phone number and extension (if necessary) of eZ-Audit Institution Administrator
7. Fax Number
8. OPE ID
9. Fiscal Year End Date

#### [Where do I send my Registration Request Letter?](#)

Registration Request Letters should be printed on school or corporate letterhead and mailed to:

The United States Department of Education  
Federal Student Aid  
Attention: Ti Baker  
830 First Street, NE  
Room 74G2  
Washington, DC 20202

#### [How will I receive my registration confirmation and eZ-Audit Institution Administrator user ID and password?](#)

Your registration confirmation and eZ-Audit Institution Administrator user ID and temporary password will be sent to the email address provided in the registration request letter that you mailed to the Department of Education.

You will receive two registration confirmation emails. The first email from eZ-Audit will include your user name and instructions for accessing the eZ-Audit website. For security purposes, your temporary password will be delivered in a second email from eZ-Audit.

#### [Once I have sent in my Registration Request letter and have received my registration confirmation emails, when and how do I begin using eZ-Audit?](#)

To access eZ-Audit on or after April 1, 2003 simply type in the URL, [www.ezaudit.ed.gov](http://www.ezaudit.ed.gov) in your internet browser, and when the eZ-Audit login screen appears, type in the user name and temporary password you received through email from eZ-Audit.

Even if you are not required to submit on April 1, please be sure to log on to the eZ-Audit system immediately, in order to change your temporary password and ensure your access to the site is secure.

#### **NOTE**

**If you submit financial statements and compliance audits for multiple schools, only the submitting institution needs to register with eZ-Audit. The single, consolidated submission made by the "submitting institution" will fulfill the requirements for all schools in the school group.**





## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Administrative Tasks/Security

#### Login

After typing in the URL [www.ezaudit.ed.gov](http://www.ezaudit.ed.gov) in your Internet browser, the “Welcome to eZ-Audit” screen below should appear:

Welcome to eZ-Audit

Welcome to the eZ-Audit website. If this is your first time using this site, you will need a username and temporary password already registered from ED. If you are not a registered user or if you have forgotten your username and password, please contact your Institution Administrator or the eZ-Audit Help Desk for support at (877) 263-0780.

If you are registered to use this site, please enter your username and password to login.

**\*Disclaimer\*** - This site uses session cookies. If your browser does not allow cookies, or you do not have cookies enabled, you will not be able to access this site. The cookie will not be stored on your machine after you close your browser.

U. S. Department of Education

**USER LOGIN**

username > public01

password > 1234567890123456

LOGIN

- 1
- 2
- 3

1. Enter the username provided to you during the registration process by email.
2. Enter in your password or your temporary password if this is your first time using this site.
3. Single click the **LOGIN** button-this will take you to your institution's homepage.

#### NOTE

Your user name will be the first letter of your first name, the first five letters of your last name and 2 numeric characters.





## Step-by-Step Guide to Using eZ-Audit For Public Schools

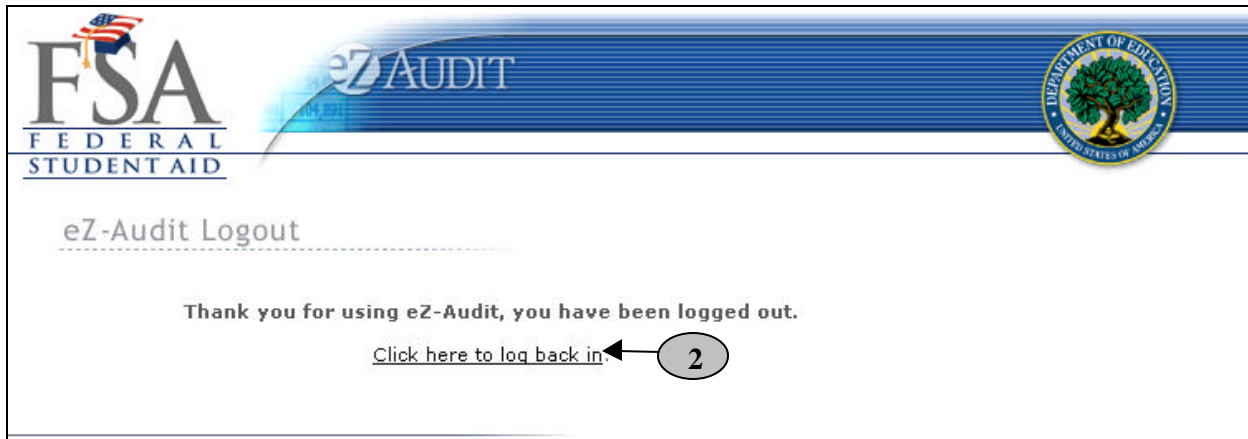
### Logout

If you clicked on the **LOGIN** button from the page above, this will bring you to your institution's homepage. The screen below should appear with your institution's name:

1. To logout of the eZ-Audit system, click on the **LOGOUT** button at the top of this page. The screen shown on the next page should appear if you have successfully logged out of the system.



## Step-by-Step Guide to Using eZ-Audit For Public Schools



2. To log back into the eZ-Audit system click on the underlined link above and repeat the **LOGIN** step.

**NOTE**

Your eZ-Audit session will automatically expire after 30 minutes of inactivity.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### My Profile

To update your profile (i.e. username, email address, phone number, password, etc.), repeat the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. The screen below should appear with your institution's name:

**Home Page**

>> Public School OPEID:11223300

**CREATE ANNUAL SUBMISSIONS**

- Create FYE 10/31/2002 Annual Submission

**OTHER SUBMISSIONS**

- [Change Fiscal Year End Date](#)
- [Create Exemption/Waiver Request Submission](#)
- [Create Initial Application Submission](#)
- [Create Reinstatement Submission](#)
- [Create Stub Audit Submission](#)
- [Submit Additional Information](#)

[VIEW HISTORICAL SUBMISSIONS](#)

**ADMINISTRATION**

- [Update My User Profile](#)
- [View Institution Profile](#)

**OTHER LINKS**

- [Dept. of Education](#)
- [Schools Portal](#)

**NOTIFICATIONS**

- Your Fiscal Year End 10/31/2002 Annual Submission is due on 7/28/2003.

1. Click on the underlined text "[Update My User profile](#)" located on the lower left hand side of the screen. This will take you to the Update My Profile page shown on the next page.




#### NOTE

This page is used to update your user profile information such as name, email address, phone, password, etc.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

If you clicked on the underlined text "[Update My User profile](#)" on your institution's homepage, the screen below should appear:



[Update My Profile](#)

**USER INFORMATION**

Please take a few moments to review the information we currently have on file and update any incorrect or outdated information.

If you wish to change a user's email address, please key in the same email address in the Email Address and Re-Type Email Address fields. If no change is made to the email address, the email address password will not change.

First Name:	<input type="text" value="Pu"/>	
Last Name:	<input type="text" value="Blic"/>	
Email Address:	<input type="text" value="public@FSA.ed"/>	
Re-Type Email Address:	<input type="text"/>	
Office Phone:	<input type="text" value="202-123-4567"/>	Ext. <input type="text"/>
Fax:	<input type="text"/>	

**CHANGE PASSWORD**

If you wish to change your password, please key in your old and new password in the spaces provided below. If no information is entered, your password will not change.

The password must be 8 - 15 characters in length and must include at least 3 of the following types of characters: uppercase letters(A-Z), lowercase letters(a-z), numeral values(0-9) and special characters(<, >, ?, \$, etc.). The password must be dissimilar from your previous 6 passwords.

Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Re-type New Password:	<input type="text"/>

### NOTE

Take a moment to review the information on this screen for accuracy. If changes need to be made, update the information as necessary and enter any missing information. Remember to **SAVE** your changes!!!



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Change Password

To change your password, repeat the **My Profile** step. This will take you to the Update My Profile page. The screen shown below should appear at the bottom of that page:

**CHANGE PASSWORD**

If you wish to change your password, please key in your old and new password in the spaces provided below. If no information is entered, your password will not change.

The password must be 8 - 15 characters in length and must include at least 3 of the following types of characters: uppercase letters(A-Z), lowercase letters (a-z), numeral values(0-9) and special characters(<, >, ?, \$, etc.) password must be dissimilar from your previous 6 passwords.

Old Password:	<input type="text"/>	1
New Password:	<input type="text"/>	2
Re-type New Password:	<input type="text"/>	3

4 → **SAVE**      **RESET** ← 5

1. Type your old or temporary password.
2. Type your new password.
3. Retype your new password.
4. Click the **SAVE** button to ensure all changes are successfully captured by the system.
5. Click the **RESET** button to cancel current entries and begin again.

#### NOTE

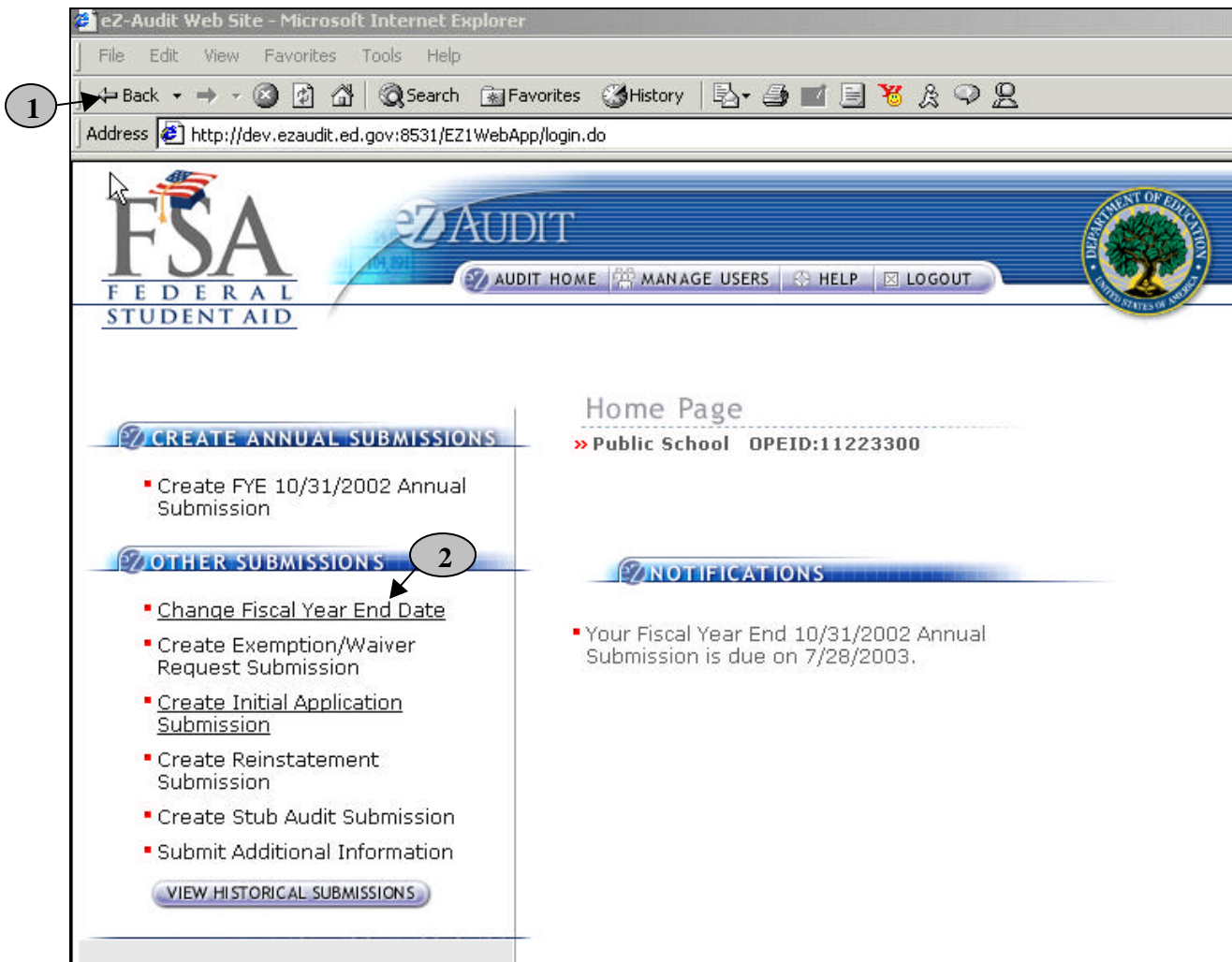
The password must be 8-15 characters in length and must include uppercase, lowercase letters and numeric values. Clicking the **SAVE** button ensures all information has been saved by the system. Please note that the system will automatically prompt you to change your password every 90 days. Follow the same process described above to make this change. If you require additional help, contact the Help desk at 1-877-263-0780.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Navigation

To move from field to field in the eZ-Audit system, simply press the **Tab** button on your computer. This takes you from one field to the next.



1. To go back to a previous screen or action, simply click on the **back** or **forward** button.
2. To move across forms or sections in the system, click the underlined text of interest.





## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Data Edits

Edit checks will be automatically performed on each page when you click on any of the transaction buttons such as the **"SAVE or SAVE and PROCEED"** buttons. If any invalid data entries are detected, the page will redisplay with error message(s) at the top indicating the field that needs to be corrected and the correction to be made. To continue, make the changes indicated by the message(s) displayed and click the **"SAVE or SAVE and PROCEED"** buttons. This will allow for the submission process to continue. The system will not allow you to submit to the Department of Education without correcting the errors. See sample screens below:

The screenshot shows the eZ-Audit interface with the FSA Federal Student Aid logo on the left and the Department of Education logo on the right. The navigation bar includes links for AUDIT HOME, HELP, and LOGOUT. The main content area displays the following error messages:

**Error(s):**

- Field: Operating Income is required and cannot be left blank.
- Field: Tuition and Fees is required and cannot be left blank.
- Field: Other is required and cannot be left blank.
- Field: Non-Operating Income is required and cannot be left blank.
- Field: Gains on Sale of Investments, net of losses is required and cannot be left blank.
- Field: Interest Income is required and cannot be left blank.
- Field: Other is required and cannot be left blank.
- Field: Cost of Goods Sold is required and cannot be left blank.
- Field: Salaries Expense is required and cannot be left blank.

The screenshot shows the eZ-Audit interface with the FSA Federal Student Aid logo on the left and the Department of Education logo on the right. The navigation bar includes links for AUDIT HOME, HELP, MANAGE USERS, and LOGOUT. The main content area displays the following information:

**Public Annual Submission** [SUBMIT](#)

Public School  
• OPEID: 11223300

**Error(s):**

- You have not corrected errors on the [Financial Statement](#), [Program and Audit Info](#), [Checklist](#), [Upload Attachments](#) page(s). Please go back and correct all errors prior to submitting to the Department of Education.

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.

Your submission must be prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to this data.

**REMINDER:** OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.

### NOTE

The eZ-Audit system does not allow punctuation marks in the fields. For example, "\$" dollar, ":" colon and "," comma signs input into the system will result in an error message. Also, please note that all fields must be completed. Enter "0" for any null response.





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### eZ-Audit Security

**System Security and Use:** All eZ-Audit users are required to carefully read and sign the *eZ-Audit Rules of Behavior* document that can be accessed via the web at <http://ifap.ed.gov>. Each user of the eZ-Audit system must download a copy of the Rules of Behavior document, sign it and retain the copy in the institution's files. This document (Rules of Behavior), clearly defines acceptable behavior and the consequences for flouting such behavior as contained in P.L. 99-474.

To ensure that you as a user are protected from unauthorized users having access to your system, the following points should be considered and adhered to diligently:

- Do not leave computers unattended when processing sensitive data.
- Place sensitive information out of sight when visitors are present.
- Verify that you are completely logged off from an active session.
- Invoke screensaver password when leaving a workstation.
- Only authorized employees within your institution should have access to the eZ-Audit system.
- Do not write your password down on paper.
- Passwords should be no less than eight characters and should contain both alpha and numeric characters.
- Avoid creating passwords that can be easily guessed (e.g., names of children, pets, etc.).
- Do not disclose your password to others (e.g., to a coworker in order to share files).

**Privacy:** THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure."



## Step-by-Step Guide to Using eZ-Audit For Public Schools

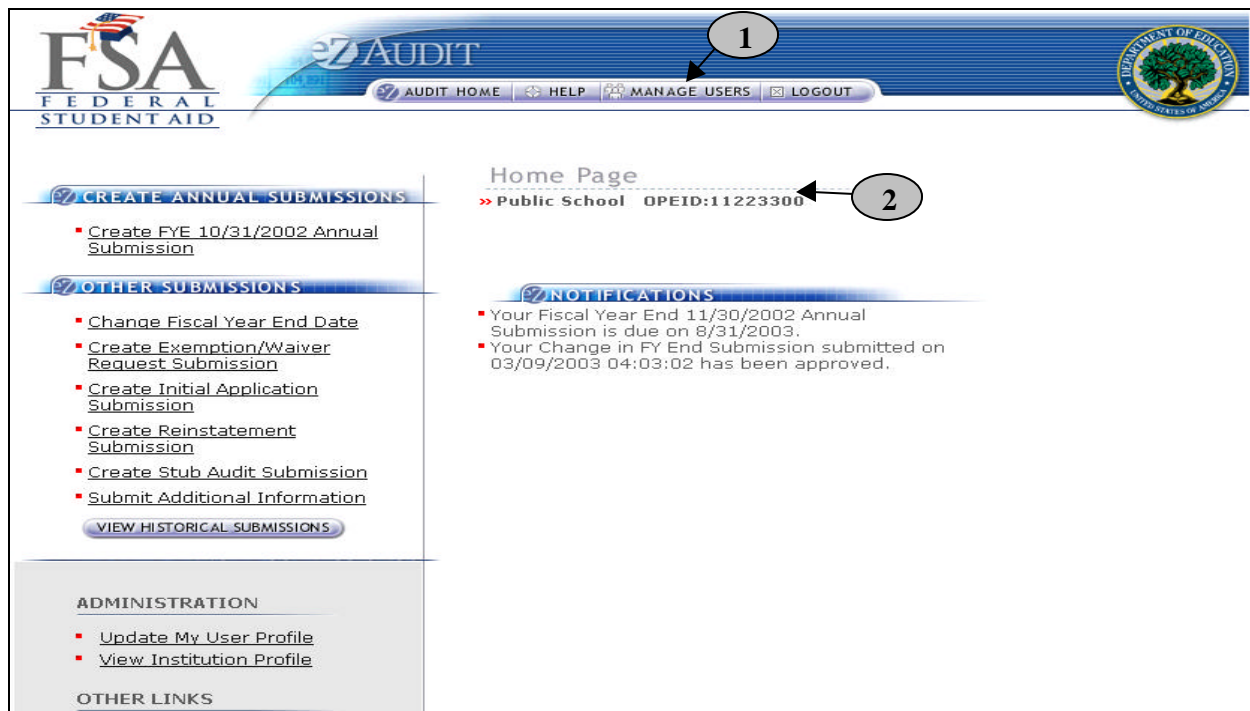
### Manage Users

#### Types of Users and Responsibilities

1. The **eZ-Audit Institution/School Administrator**, selected by your school, is responsible for:
  - o Registering your school with eZ-Audit
  - o Providing/managing access to data entry and submission approval personnel, as identified by your school
  - o Maintaining security information regarding schools users as required
2. The **eZ-Audit Data Entry Users**, selected by your school are responsible for:
  - o Entering data into the eZ-Audit system
  - o Attaching non-editable, pdf files of audited financial statements and compliance audits
3. The **eZ-Audit Submission Approvers**, selected by your school, are responsible for:
  - o Reviewing the submission prior to “submit”
  - o Approving the submission via the “submit” action

#### Institution Administrator Homepage

To log into the eZ-Audit system as your institution's administrator, repeat the **LOGIN** step. The screen below should appear once your administrator's username and password has been entered and verified by the system. This screen below is different between persons having administrator or users rights:

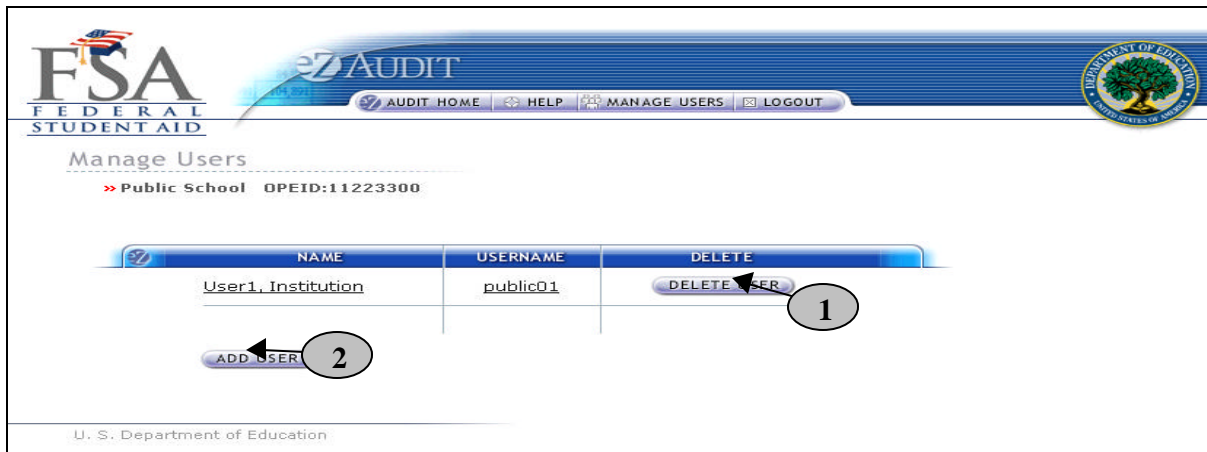


1. The **“MANAGE USERS”** button should be displayed if you have administrator's rights to this system. Click on it to perform any of the manage users tasks such as adding or deleting a user. The screen on the next page should appear:
2. This should read the name of your institution and OPEID number. Confirm that this is correct.

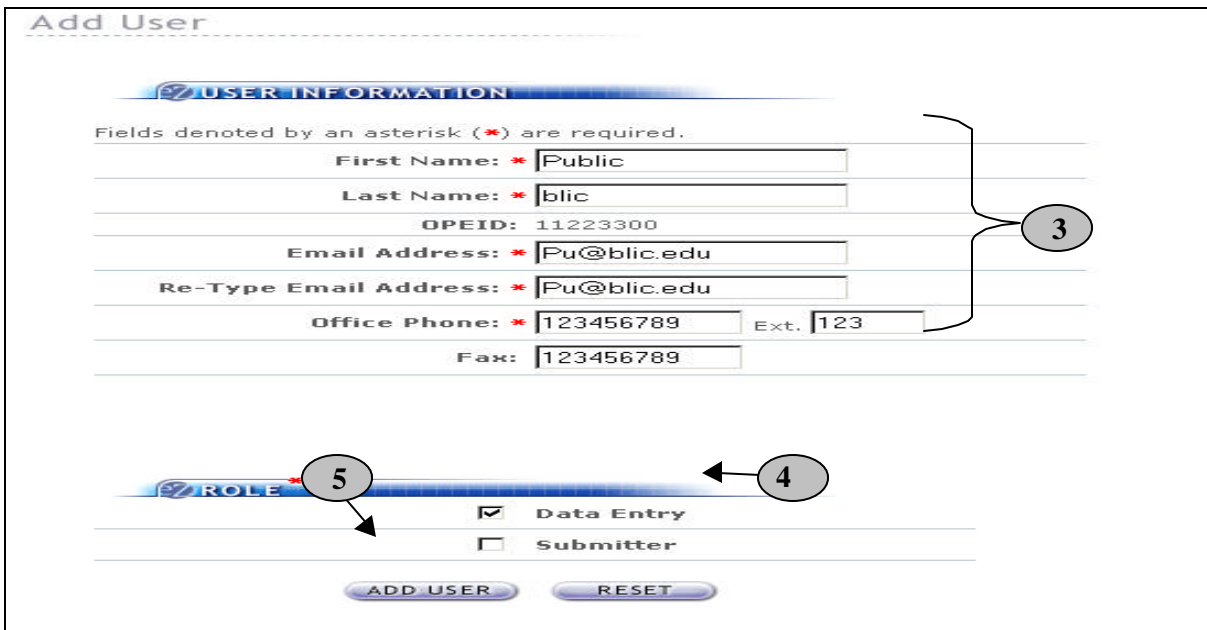
## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Creating Data Entry Users

If you clicked on the “**Manage Users**” button, the screen below should appear:



1. Click on the “**DELETE USER**” button to delete a user from the system.
2. Click on the “**ADD USER**” button to add a user to the system. The screen below should then appear:



3. Complete all required fields providing the name and contact information for the “New User”.
4. Do not forget to specify the New User’s role (see “[Manage Users](#)” for role definition).
5. Remember to click on the “**ADD USER**” button to save all entries.

#### NOTE

Each registered institution’s administrator will have the capability to add or delete a user for their institution. When a new user is added, the user will receive 2 email notifications, one containing their username and the other containing the user’s temporary password.



# Step-by-Step Guide to Using eZ-Audit For Public Schools

## Institution Home Page/Status

### Institution Profile

This is a sample of what an institution's profile page should look like. Institutions should confirm that the information is correct.



[eZ Audit Home](#) | [MANAGE USERS](#) | [HELP](#) | [LOGOUT](#)

[eZ Audit Home](#) > [Institution Profile](#)

### Institution Profile

>> **Public School** OPEID:11223300

**INSTITUTION INFO**

The information on this page is read-only. If any information below is incorrect, please go to the Department of Education's [Application to Participate in Federal Student Aid Programs \(eApp\)](#) Website to update.

<b>Institution Name:</b>	Public School
<b>Type of Institution:</b>	Public
<b>Address:</b>	1111 Public School Lane
<b>Address:</b>	
<b>City:</b>	Public
<b>State:</b>	DC
<b>Postal Code:</b>	11111
<b>Phone Number:</b>	1112223333
<b>Fax Number:</b>	4445556666
<b>OPE ID (Parent):</b>	
<b>OPE ID (Subsidiary):</b>	
<b>TIN:</b>	65-45678
<b>DUNS Number:</b>	
<b>Fiscal Year End:</b>	10/31/2002
<b>President:</b>	Mr Public
<b>President Email:</b>	public@publicschool.com
<b>Financial Aid Admin:</b>	Mrs Public
<b>FAA Email:</b>	public@publicschool.com
<b>Contact Person:</b>	
<b>Contact Email:</b>	
<b>Primary Accreditation Org.:</b>	PUBLIC
<b>Other Accreditation Org.:</b>	

**NOTE**



Changes to the Institution's Profile can only be made via the eAPP. This can be accessed at [www.eligcert.ed.gov](http://www.eligcert.ed.gov).



# Step-by-Step Guide to Using eZ-Audit For Public Schools

## Historical Submissions

This page provides a history of the institution’s past transactions as available in the eZ-Audit system. You may view prior submissions at anytime. Please note that you will have “read” only access to these historical submissions.



[AUDIT HOME](#) [HELP](#) [MANAGE USERS](#) [LOGOUT](#)



View Historical Submissions

>> Public School OPEID:11223300

Fiscal Year End	Submission Type	Submission Date
>> N/A	<b>Change in Fiscal Year End</b>	03/09/2003

U. S. Department of Education



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Notifications

At anytime you will be able to view your institution's review status by viewing the notification section of your homepage. This can be reached by repeating the step **LOGIN**. This will bring you to your institution's eZ-Audit homepage and the screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. This is the Notification section. Most recent institution's submission status and other notifications will be displayed.





## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Annual Submissions

#### Financial Statement

To complete your institution's annual submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE----Annual Submission", and then the screen below should appear with your institution's name:

#### NOTE

If you are submitting for a school group (consolidated financial statements and/or consolidated compliance audit) only one institution (OPEID) in the group should be used to satisfy the reporting requirement for all institutions that are part of the school group. In other words, if any of your group audits have findings then you must click YES when the system prompts you with this question. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.

The screenshot shows the 'Public Annual Submission FINANCIAL STATEMENT' form. On the left is a navigation menu with links: Financial Statements, Program & Audit Info, Completeness Checklist, Upload Attachments, and Submit. A red box labeled 'STOP' is placed over the 'Submit' link. The main form area contains the following sections:

- Public School** with OPEID: 11223300 (Callout 1 points to the OPEID).
- A message: "All fields are required."
- 1. Are the Financial Statements consolidated?** with a 'YES' button (Callout 2 points to the 'YES' button).
- A table showing OPE\_ID (33221100) and NAME (Public School).
- 2. Indicate the Period Audited (mm/dd/yyyy):** with fields for Begin Date (Callout 3), End Date (Callout 4), and Reason if Less than 1 Year (Callout 5).
- 3. Review Auditor Information:** with a field for Records Indicate your Current Auditor Is: Price Waterhouse 11111111 (Callout 6 points to the auditor name).
- Is this information correct?:** with YES/NO radio buttons (Callout 7 points to the YES button).
- Enter Auditors TIN:** with a text input field (Callout 8 points to the field).

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. If your financial statement is not consolidated, **NO** will be displayed. If your financial statement is consolidated, **YES** will be displayed with the name of the institution the Department of Education has on file as covered in the financial statements. Please see the note above and contact the help desk at 1-877-263-0780 if you require additional help or if there are any discrepancies.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education.





Step-by-Step Guide to Using eZ-Audit For Public Schools

- 7. If the auditor's information is correct, no action is required. If incorrect, please update with current auditor information.
- 8. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing.

Public Annual Submission– Financial Statements page continues:

4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?

YES☐ NO☐

9

5. Are your financial statements audited in accordance with Generally Accepted Government Auditing Standards (GAGAS)?

YES☐ NO☐

10

6. Opinion Type

- Select an Opinion Type -

11

- 9. Are your financial statements prepared in accordance with GAAP? [Please see 34CFR 668.23 for requirements.](#)
- 10. Are your financial statements audited in accordance with GAGAS? [Please see 34CFR 668.23 for reporting requirements.](#)
- 11. Please select appropriate opinion type from the drop down list based on your auditor's opinion.

## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Public Annual Submission– Financial Statements page continues:

7. Do you have any of the following disclosures in notes ... 12

	YES	NO
Going Concern:	<input type="radio"/>	<input type="radio"/>
Contingent Liabilities:	<input type="radio"/>	<input type="radio"/>
Debt Agreement Violation:	<input type="radio"/>	<input type="radio"/>
ED Compliance Issues:	<input type="radio"/>	<input type="radio"/>
Income Recognition:	<input type="radio"/>	<input type="radio"/>
Late Refunds:	<input type="radio"/>	<input type="radio"/>

13  
CANCEL

14  
SAVE

15  
SAVE AND PROCEED

12. If your submission contains any of the disclosures listed, please select all that applies as **YES** or **NO** for all disclosures that do not apply.
13. Click the **CANCEL** button to make changes to all entries.
14. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
15. Click the **SAVE and PROCEED** button to go to the Program and Audit Information page. This is the next stage in the submission process.

#### NOTE

If you have not submitted your prior fiscal year end financial statement and compliance audit, you will not be able to submit your annual submission. Do not leave any field blank.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Program and Audit Information

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE----Annual Submission", and then click on the underlined text "Program and Audit Info". The screen below should appear:

#### NOTE

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits have findings then you must click YES when the system prompts you with this question. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.

**FSA FEDERAL STUDENT AID** **eZ-AUDIT** **AUDIT HOME** **HELP** **MANAGE USERS** **LOGOUT**

**Public Annual Submission** PROGRAM AND AUDIT INFO

» Public School  
• OPEID:11223300

All fields are required.

1. Indicate the Programs Examined in the Attached Audit

	Audited	Closeout
FSEOG 84.007	<input type="checkbox"/>	<input type="checkbox"/>
FFELP 84.032	<input type="checkbox"/>	<input type="checkbox"/>
FWS 84.033	<input type="checkbox"/>	<input type="checkbox"/>
FPL 84.038	<input type="checkbox"/>	<input type="checkbox"/>
Pell 84.063	<input type="checkbox"/>	<input type="checkbox"/>
FDLP 84.268	<input type="checkbox"/>	<input type="checkbox"/>

2. Indicate the Period Audited (mm/dd/yyyy)

Begin Date:

End Date:

Reason if Less than 1 Year:

**STOP**

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Please check the appropriate boxes for programs examined in your audit. [See the note above.](#)
3. Please indicate period audited in specified format.
4. Begin date is the beginning of the audit period.
5. End date is the end of the audit period.
6. Provide a reason if your audit period is less than a year.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Program and Audit Information Continues:

7

3. Is this a consolidated Audit report?

YES

OPE_ID	NAME
33221100	Public School

4. Review Auditor Information:

Records Indicate your Current Auditor Is: Price Waterhouse 111111111

YES NO

Is this information correct?: ☐ YES ☒ NO

Enter Auditors TIN:

5. Does this Audit contain any findings? (If Question 3 is 'yes', this applies to all schools listed.)

☐ YES ☐ NO

If yes, do these include findings of the following types?

	YES	NO
Pell Adjustment:	<input type="radio"/>	<input type="radio"/>
Student Eligibility:	<input type="radio"/>	<input type="radio"/>
Disbursement:	<input type="radio"/>	<input type="radio"/>
Refunds:	<input type="radio"/>	<input type="radio"/>

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7. If this is not a consolidated report, click **NO**, indicating that only one school is covered in the financial statements. If this is a consolidated report, click **YES**, the institution the Department of Education has on file as covered in the financial statements will be displayed. If there are any discrepancies please contact the Help Desk at 1-877-263-0780.
8. This is the auditor on file with the Department of Education.
9. If the auditor's information is correct, no action is required. If incorrect, please update with current auditor's information.
10. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing.
11. If your audit does not contain any findings, click **NO** and no action is required. If **YES** and the audit contains Pell Adjustment, Student Eligibility, Disbursement or Refunds findings.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Program and Audit Information Continues:

6. Does the attached audit indicate that this examination was conducted in accordance with: 12

	YES	NO
Generally Accepted Government Auditing Standards (GAGAS):	<input type="radio"/>	<input type="radio"/>
AICPA:	<input type="radio"/>	<input type="radio"/>
OMB Standards:	<input type="radio"/>	<input type="radio"/>

7. Opinion Type

-- Select an Opinion Type -- 13

8. Were there audit findings in the previous year's audit? (If Question 3 is 'yes', this applies to all schools listed.) 14

☐ YES ☐ NO

15 16 17

CANCEL SAVE SAVE AND PROCEED

12. Check all appropriate options regarding you audit examination.
13. Select appropriate opinion from the drop down list based on your auditor's opinion.
14. Choose **YES**, if your auditor sited any findings in the prior year's fiscal audit report.
15. Click the **CANCEL** button to make changes to all entries.
16. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page.
17. Click the **SAVE and PROCEED** button to go to the **Public Submission-Completeness Checklist page**. This is the next stage in the submission process.

#### NOTE

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools/statewide audit), please note that if any of your group's audits have findings then you must click YES when the system prompts you with this question.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Completeness Checklist

If you successfully entered or saved the information inputted on the Program and Audit Information page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE---Annual Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

**Public Annual Submission CHECKLIST**

» Public School  
• OPEID:11223300

All fields are required.

1. Are the following items included in the attachment of your Annual Submission?

	YES	NO	N/A	If N/A, please provide reason
Balance Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Cash Flows Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Statement of Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Consolidated Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Notes to Financial Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Schedule of Expenditures of Federal Awards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
  - a. Provide reasons for each deemed not applicable ("N/A").



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Completeness Checklist Continues:

Corrective Action Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Schedule of Findings & Questioned Costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Statement addressing prior year audit findings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Independent Auditors Report (THIS REPORT MUST INCLUDE AUDITORS' SIGNATURE.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Independent Auditors Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Generally Accepted Government Auditing Standards (GAGAS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

2a

2. Additional Notes

Enter any additional notes or explanation below

3

4 → CANCEL

5 → SAVE

6 → SAVE AND PROCEED

U. S. Department of Education

3. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to save all entries and to take you to the **Upload Attachment** page.





## Step-by-Step Guide to Using eZ-Audit For Public Schools

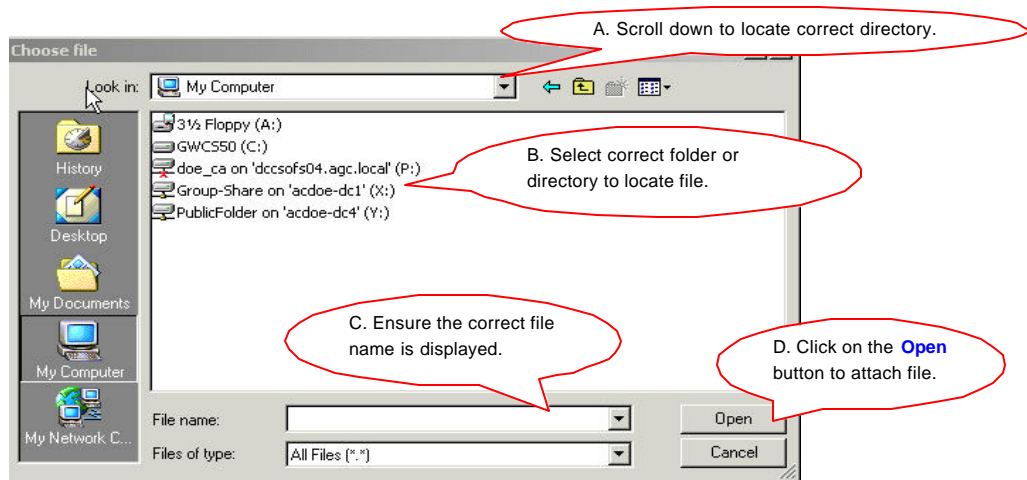
### Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE----Annual Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

The screenshot shows the 'Public Annual Submission FILE UPLOAD' page. At the top left, it says '>> Public School' and 'OPEID:11223300' with a callout '1' pointing to it. Below this is a paragraph of instructions. Then there is a 'File:' label followed by a text box and a 'Browse...' button with a callout '2' pointing to it. Below that are four checkboxes: 'Audited Financial Statements:', 'Compliance Audit:', 'Corrective Action Plan:', and 'Other:', with a bracket and callout '3' to the right. Below these is an 'All:' checkbox. Then there is an 'ADD' button with a callout '4' pointing to it. At the bottom are three buttons: 'CANCEL' with callout '5', 'SAVE' with callout '6', and 'SAVE AND PROCEED' with callout '7'.

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

## Step-by-Step Guide to Using eZ-Audit For Public Schools



3. Check all appropriate boxes for the documents you attached.
4. After the document has been attached and the file type identified by checking the box, click the **"ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on screen.
7. Click the **SAVE and PROCEED** button to take you to the Public Annual Submission-submit page.

### NOTE

As part of your annual submission, you must include an electronic copy of your audit. Please note that all files must be in a non editable. pdf format and no personal information such as Social Security Numbers should be contained in attachments.

Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the "Notes" field on the Completeness Checklist page.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Public Annual Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submissions by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE----Annual Submission", and then click on the underlined text "Submit". The screen below should appear:

**Public Annual Submission SUBMIT**

>> **Public School** 1  
• OPEID:11223300

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.

Your submission must be prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to this data.

**REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.**

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.

By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

**SUBMIT TO ED** 3

2

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Read to understand and attest that you have met all requirements.
3. Click on the **SUBMIT TO ED** button to complete your Public Annual Submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission.

#### NOTE

You will have "read" access only once submitted.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Initial/Reinstatement Submission

#### Financial Statement

To submit your institution's Initial/Reinstatement Submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create Initial Application Submission", and then the screen below should appear with your institution's name:

#### NOTE

If you are submitting for a school group (consolidated financial statements and/or consolidated compliance audit) only one institution (OPE ID) in the group should be used to satisfy the reporting requirement for all institutions that are part of the school group. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.

**Initial Application Submission** FINANCIAL STATEMENTS

>> Public School  
• OPE ID: 33221100

1

All fields are required.

1. Are the Financial Statements consolidated?

2

YES

OPE_ID	NAME
33221100	Public School

2. Indicate the Period Audited (mm/dd/yyyy):

3

Begin Date: 4

End Date: 5

Reason if Less than 1 Year:

3. Review Auditor Information:

6

Records Indicate your Current Auditor Is: Price Waterhouse 11111111

7

Is this information correct?: NO

8

Enter Auditors TIN:

1. This should read your institution's name and OPEID. Confirm that this is correct.
2. If your financial statement is not consolidated, **NO** will be displayed. If your financial statement is consolidated, **YES** will be displayed with the name of the institution the Department of Education has on file as covered in the financial statements. Please see the note above and contact the help desk at 1-877-263-0780 if you require additional help or if there are any discrepancies.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the Auditor information on file with the Department of Education.
7. Please update with current auditor information.
8. Please enter the auditor's Tax Identification Number (TIN).



# Step-by-Step Guide to Using eZ-Audit For Public Schools

## Create Initial Application Submission – Financial Statement Continues:

4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?

YES NO

☐ ☐

9

5. Are your financial statements audited in accordance with Generally Accepted Government Auditing Standards (GAGAS)?

YES NO

☐ ☐

10

6. Opinion Type

11

- Select an Opinion Type -

- 9. Are your financial statements prepared in accordance with GAAP? [Please see 34CFR 668.23 for requirements.](#)
- 10. Are your financial statements audited in accordance with GAGAS? [Please see 34CFR 668.23 for reporting requirements.](#)
- 11. Please select appropriate opinion type from the drop down lists based on your auditor's opinion.



# Step-by-Step Guide to Using eZ-Audit For Public Schools

## Create Initial Application Submission –Financial Statements Continues:

7. Do you have any of the following disclosures in notes ...

12

	YES	NO
Going Concern:	<input type="radio"/>	<input type="radio"/>
Contingent Liabilities:	<input type="radio"/>	<input type="radio"/>
Debt Agreement Violation:	<input type="radio"/>	<input type="radio"/>
ED Compliance Issues:	<input type="radio"/>	<input type="radio"/>
Income Recognition:	<input type="radio"/>	<input type="radio"/>
Late Refunds:	<input type="radio"/>	<input type="radio"/>

13

14

15

CANCEL

SAVE

SAVE AND PROCEED

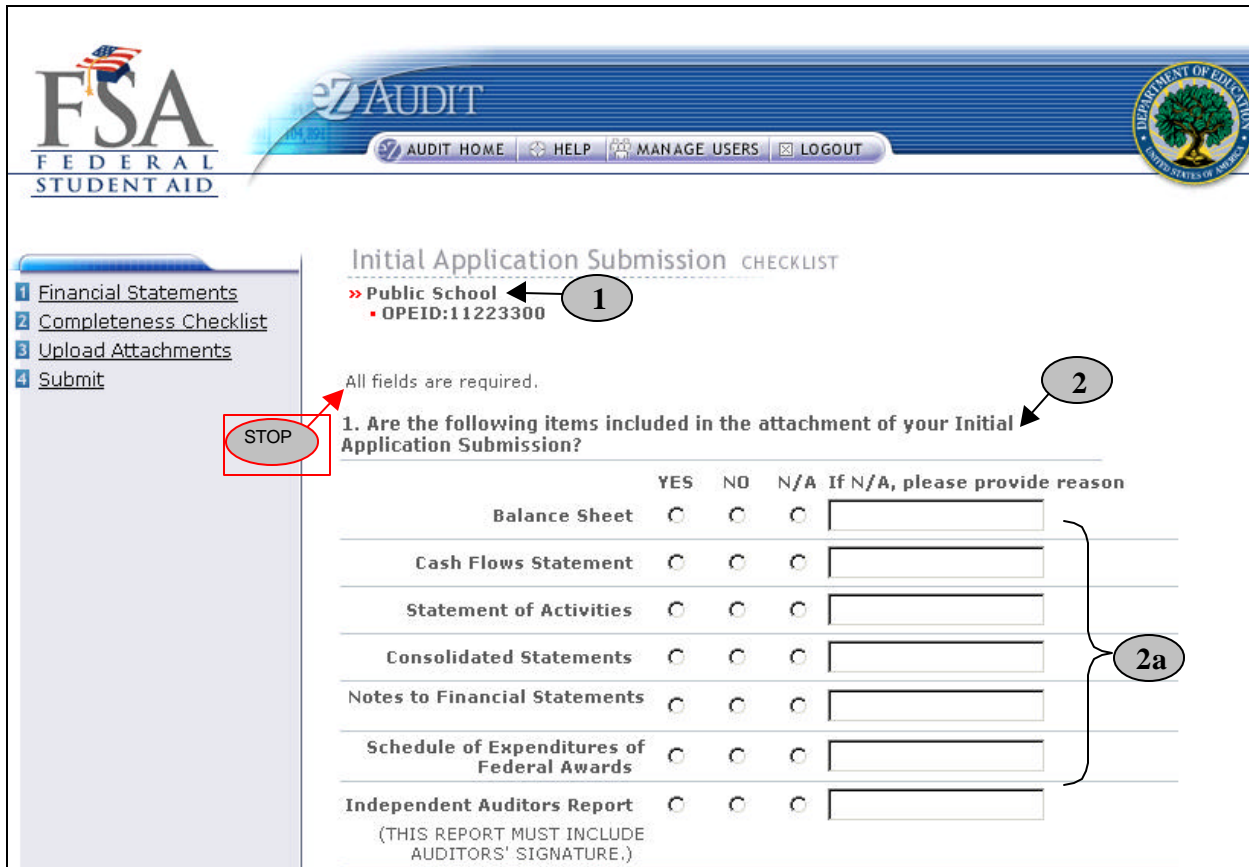
- 12. If your submission contains any of the disclosures listed, please select all that applies as **YES** or **NO** for all disclosures that do not apply.
- 13. Click the **CANCEL** button to make changes to all entries.
- 14. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
- 15. Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Completeness Checklist

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the LOGIN step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Other Submissions". Click on the underlined text "Initial Application Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:



**Initial Application Submission CHECKLIST**

» Public School ← 1  
• OPEID:11223300

All fields are required.

1. Are the following items included in the attachment of your Initial Application Submission? 2

	YES	NO	N/A	If N/A, please provide reason
Balance Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Cash Flows Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Statement of Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Consolidated Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Notes to Financial Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Schedule of Expenditures of Federal Awards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Independent Auditors Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

(THIS REPORT MUST INCLUDE AUDITORS' SIGNATURE.)

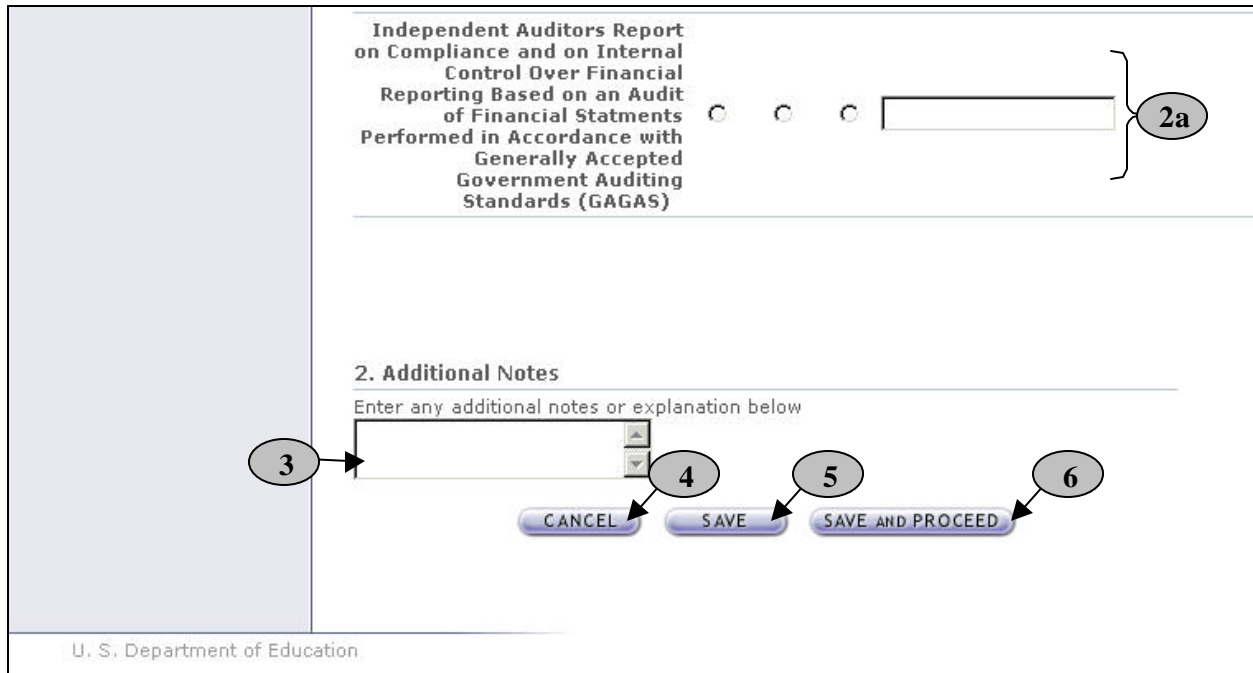
2a

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
  - a. Provide reasons for each deemed not applicable ("N/A").



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Completeness Checklist continues:



Independent Auditors Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Generally Accepted Government Auditing Standards (GAGAS)

2a

2. Additional Notes

Enter any additional notes or explanation below

3

4

5

6

CANCEL SAVE SAVE AND PROCEED

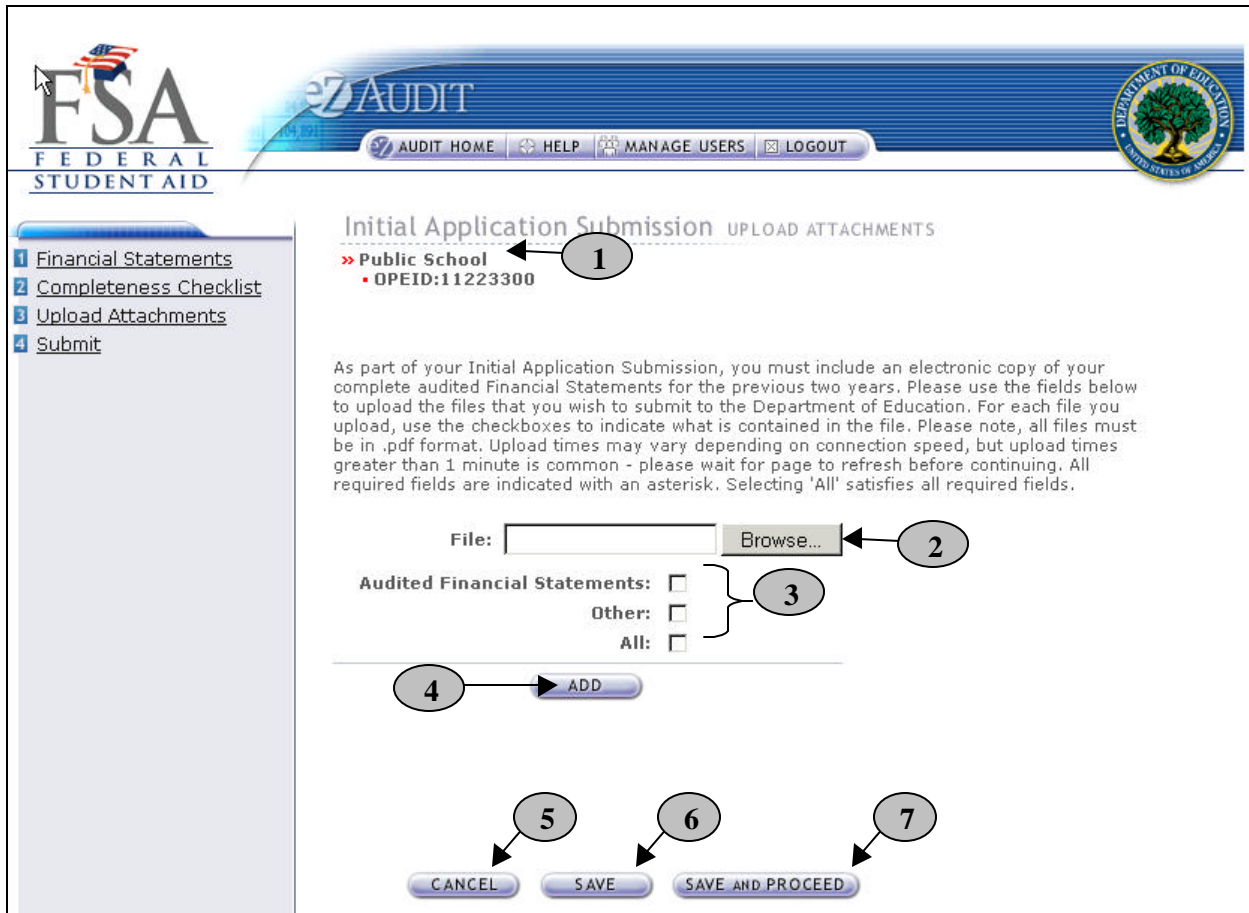
U. S. Department of Education

3. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to take you to the Upload Attachment page.

## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Upload Attachments

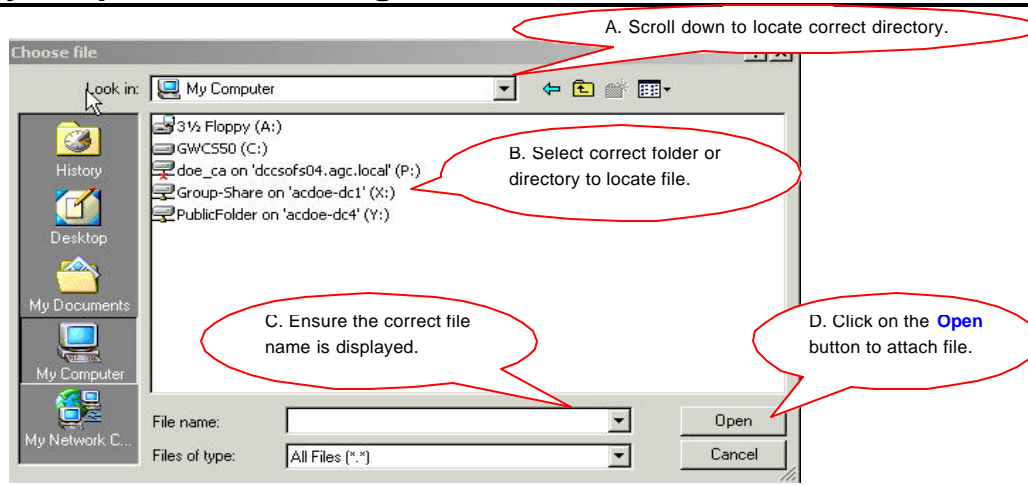
If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create Initial Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:



The screenshot shows the 'Initial Application Submission' page. On the left is a navigation menu with links: 1 Financial Statements, 2 Completeness Checklist, 3 Upload Attachments, and 4 Submit. The main content area is titled 'Initial Application Submission' with a sub-header 'UPLOAD ATTACHMENTS'. Below this, it says '>> Public School' with a callout 1 pointing to it, and '• OPEID:11223300'. A paragraph of instructions follows. Then, there is a 'File:' label, a text input field, and a 'Browse...' button with callout 2. Below that are three checkboxes: 'Audited Financial Statements:', 'Other:', and 'All:', with a bracket and callout 3. An 'ADD' button with callout 4 is below the checkboxes. At the bottom are three buttons: 'CANCEL' (callout 5), 'SAVE' (callout 6), and 'SAVE AND PROCEED' (callout 7).

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

## Step-by-Step Guide to Using eZ-Audit For Public Schools



3. Check all appropriate documents attached.
4. After the document has been selected and the file type identified by checking the box, click the **"ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on the screen.
7. Click the **SAVE and PROCEED** button to take you to the Initial Application Submission-submit page.

### NOTE

As part of your initial submission, you must include an electronic copy of your complete audited financial statements. Please note that all files must be in a non editable. pdf format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the "Notes" field on the Completeness Checklist page.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Initial/Reinstatement Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institutions eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Initial/Reinstatement Application Submission", and then click on the underlined text "Submit". The screen below should appear:

The screenshot shows the 'Initial Application Submission' page. At the top, it says 'Initial Application Submission SUBMIT'. Below this, there is a section for 'Public School' with the OPEID:11223300. A callout '1' points to this information. Below this, there is a paragraph of text explaining that the information will be sent to the Department of Education for review. This is followed by a 'REMINDER' section stating that OMB still requires submissions of A-133 reports. A callout '2' points to this reminder. At the bottom, there is a 'SUBMIT TO ED' button. A callout '3' points to this button.

Initial Application Submission SUBMIT

>> Public School  
• OPEID:11223300

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.

Your submission must be prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to this data.

**REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.**

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.

By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

SUBMIT TO ED

1. This should read the name of your institution and OPEDI number. Confirm that this is correct.
2. Please read to understand and attest that you have met all requirements.
3. Click on the "SUBMIT TO ED" button to complete your Initial Application Submission process.

#### NOTE

You will have "read" access only once submitted.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Stub Audit Submission

#### Financial Statement

To complete your institution's Stub Audit Submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then the screen below should appear with your institution's name:

#### NOTE

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits have then you must click YES when the system prompts you with this question. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.

Stub Audit Submission FINANCIAL STATEMENTS

>> Public School  
• OPEID 23300

All fields are required.

1. Are the Financial Statements consolidated?

YES

OPE_ID	NAME
33221100	Public School

2. Indicate the Period Audited (mm/dd/yyyy):

Begin Date:

End Date:

Reason for Stub Audit:

3. Review Auditor Information:

Records Indicate your Current Auditor Is: Price Waterhouse 11111111

Is this information correct? ☐ NO ☐ YES

Enter Auditors TIN:

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. If your financial statement is not consolidated, **NO** will be displayed. If your financial statement is consolidated, **YES** will be displayed with the name of the institution the Department of Education has on file as covered in the financial statements. Please see the note above and contact the help desk at 1-877-263-0780 if you require additional help or if there are any discrepancies.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education.
7. If the auditor's information is correct, no action is required. If incorrect, please update with current auditor information.
- 8.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

8. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing.

**Stub Audit Submission Continues:**

	4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? <b>9</b>
	YES NO <input type="radio"/> <input type="radio"/>
	5. Are your financial statements audited in accordance with Generally Accepted Government Auditing Standards (GAGAS)? <b>10</b>
	YES NO <input type="radio"/> <input type="radio"/>
	6. Opinion Type
	<input type="text" value="- Select an Opinion Type -"/> <b>11</b>

9. Are your financial statements prepared in accordance with GAAP? [Please see 34CFR 668.23 for requirements.](#)
10. Are your financial statements audited in accordance with GAGAS? [Please see 34CFR 668.23 for reporting requirements.](#)
11. Please select appropriate opinion type from the drop down list based on your auditor's opinion.





## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Stub Audit Submission Continues:

7. Do you have any of the following disclosures in notes ... 12

	YES	NO
Going Concern:	<input type="radio"/>	<input type="radio"/>
Contingent Liabilities:	<input type="radio"/>	<input type="radio"/>
Debt Agreement Violation:	<input type="radio"/>	<input type="radio"/>
ED Compliance Issues:	<input type="radio"/>	<input type="radio"/>
Income Recognition:	<input type="radio"/>	<input type="radio"/>
Late Refunds:	<input type="radio"/>	<input type="radio"/>

13 14 15

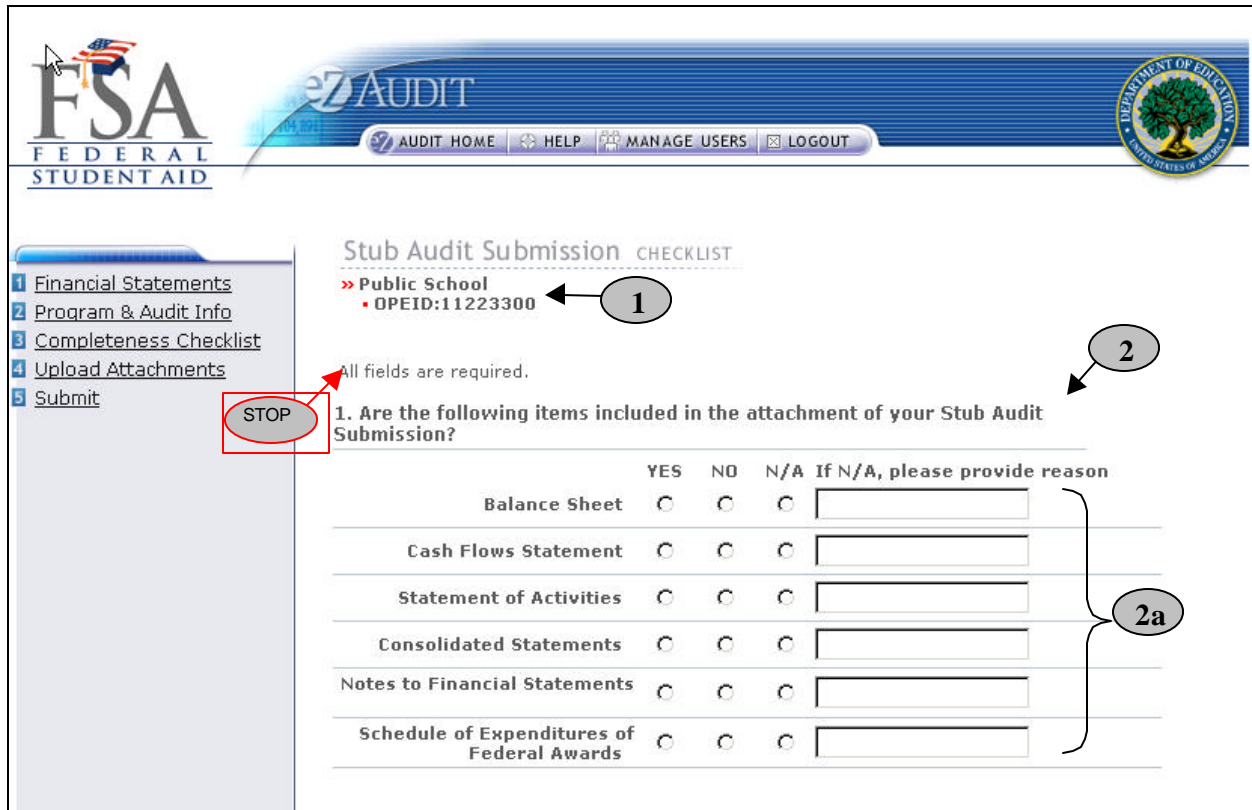
U. S. Department of Education

12. If your submission contains any of the disclosures listed, please select all that applies as **YES**, or **NO** for all disclosures that do not apply.
13. Click the **CANCEL** button to make changes to all entries.
14. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
15. Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.

## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Completeness Checklist

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:



**Stub Audit Submission CHECKLIST**

>> Public School  
• OPEID:11223300

All fields are required.

**1. Are the following items included in the attachment of your Stub Audit Submission?**

	YES	NO	N/A	If N/A, please provide reason
Balance Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Cash Flows Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Statement of Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Consolidated Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Notes to Financial Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Schedule of Expenditures of Federal Awards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**2a**

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
  - a. Provide reasons for each deemed not applicable ("N/A").



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Completeness Checklist Continues:

Corrective Action Plan ☐ ☐ ☐

Schedule of Findings & Questioned Costs ☐ ☐ ☐

Statement addressing prior year audit findings ☐ ☐ ☐

Independent Auditors Report ☐ ☐ ☐   
(THIS REPORT MUST INCLUDE AUDITORS' SIGNATURE.)

Independent Auditors Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Generally Accepted Government Auditing Standards (GAGAS) ☐ ☐ ☐

Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133 ☐ ☐ ☐

2a

2. Additional Notes

Enter any additional notes or explanation below

3

4 CANCEL

5 SAVE

6 SAVE AND PROCEED

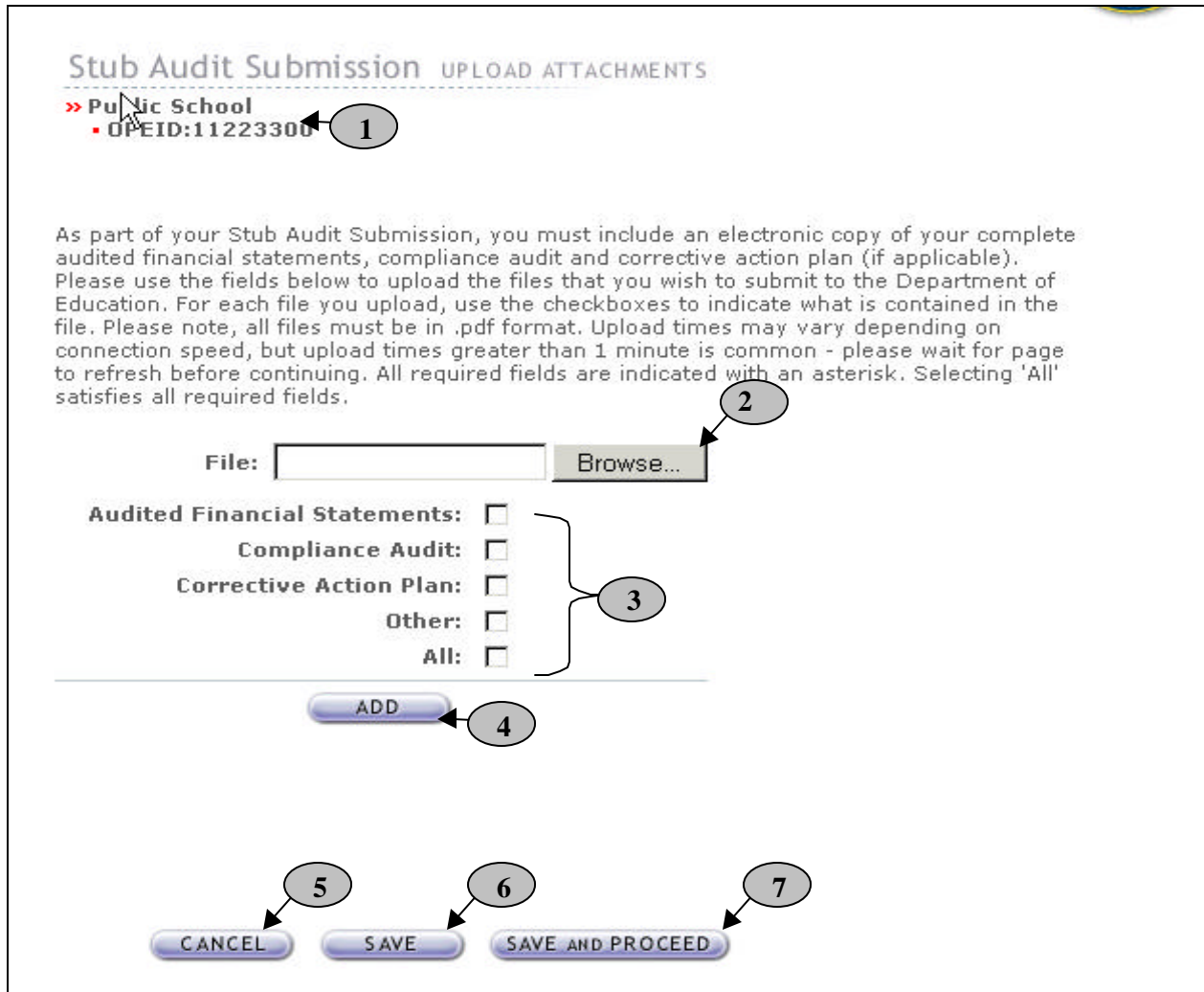
U. S. Department of Education

3. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to take you to the Upload Attachment page.

## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Upload Attachments

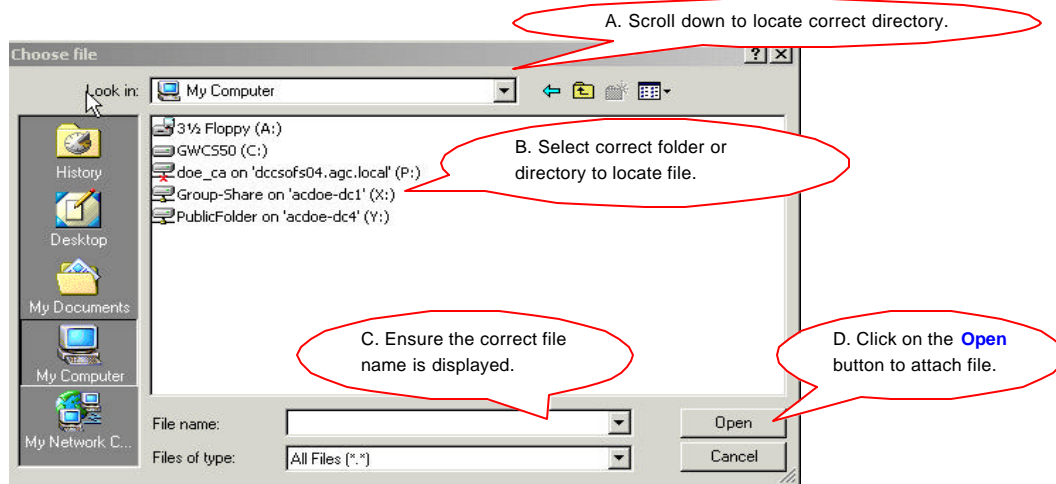
If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:



The screenshot shows the "Stub Audit Submission" page with the "UPLOAD ATTACHMENTS" tab selected. The page displays the institution's name "Public School" and OPEID "11223300" (callout 1). Below this is a text box explaining the requirements for the submission. A "File:" label is followed by a text input field and a "Browse..." button (callout 2). Underneath, there are checkboxes for "Audited Financial Statements", "Compliance Audit", "Corrective Action Plan", "Other", and "All" (callout 3). An "ADD" button is located below these checkboxes (callout 4). At the bottom of the page, there are three buttons: "CANCEL" (callout 5), "SAVE" (callout 6), and "SAVE AND PROCEED" (callout 7).

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document.

## Step-by-Step Guide to Using eZ-Audit For Public Schools



3. Check all appropriate documents attached.
4. After the document has been selected and the file type identified by checking the box, click the **"ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on the screen.
7. Click the **SAVE and PROCEED** button to take you to the Stub Audit Submission-submit page.

### NOTE

As part of your stub audit submission, you must include an electronic copy of your audit and/or complete audited financial statements. Please note that all files must be in a non editable. pdf format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the "Notes" field on the Completeness Checklist page.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Stub Audit Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Submit". The screen below should appear:

The screenshot shows the 'Stub Audit Submission' page. At the top, there is a header 'Stub Audit Submission' followed by a 'SUBMIT' button. Below this, there is a section for 'Public School' with a red arrow pointing to a circle containing the number '1'. The text 'OPEID:11223300' is displayed below 'Public School'. A large bracket on the right side of the page groups the following text with a circle containing the number '2'. The text includes a warning about the submission being sent to the Department of Education for review, a note about the submission requirements (34 CFR 668.23, FSA Audit Guide, or OMB Circular A-133), a bold reminder that OMB still requires submissions of A-133 reports, and a certification statement. At the bottom, there is a 'SUBMIT TO ED' button with a red arrow pointing to a circle containing the number '3'.

Stub Audit Submission SUBMIT

>> Public School  
• OPEID:11223300

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.

Your submission must be prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to this data.

**REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.**

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.

By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

SUBMIT TO ED

1. This should read the name of you institution and OPEID number. Confirm that this is correct.
2. Please read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED**" button to complete your Stub Audit Submission process.

#### NOTE

You will have read access only once submitted. Please note that only the financial statements and audit sections for the period audited should be completed and the Stub Audit must be attached.





## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Change in FY End

#### Change in FY END Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your institutions eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Change Fiscal Year End Date", and then click on the underlined text "Change in FY End". The screen below should appear:

**FSA**  
FEDERAL  
STUDENT AID

**eZ-AUDIT**

AUDIT HOME | HELP | MANAGE USERS | LOGOUT

### Change in Fiscal Year End Submission

>> **Public School** ← 1  
• OPEID:11223300

Our records indicate that the current fiscal year end for **Public School** is 11/30/2002. ← 2

Enter new fiscal year end: January | 31 | 2002 ← 3

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.

By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

**SUBMIT TO ED** ← 4

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. This represents information on file with ED concerning current fiscal year.
3. Click on the drop down list to change date as desired.
4. Click on the "**SUBMIT TO ED**" button to ensure that date change is captured by the eZ-Audit system.

#### NOTE

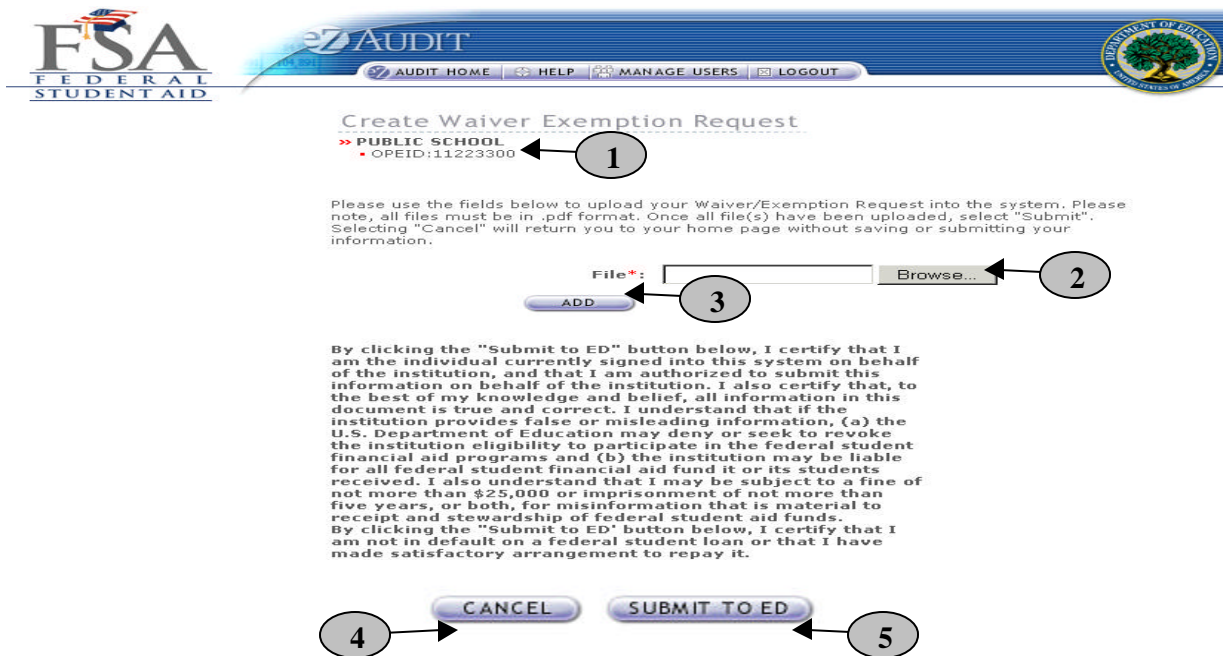
When notifying ED of a change in fiscal year end, please submit change 90 days prior to your current fiscal year end date. Contact your Case Team Representative for information regarding additional submission requirements.

## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Waiver/Exemption Request

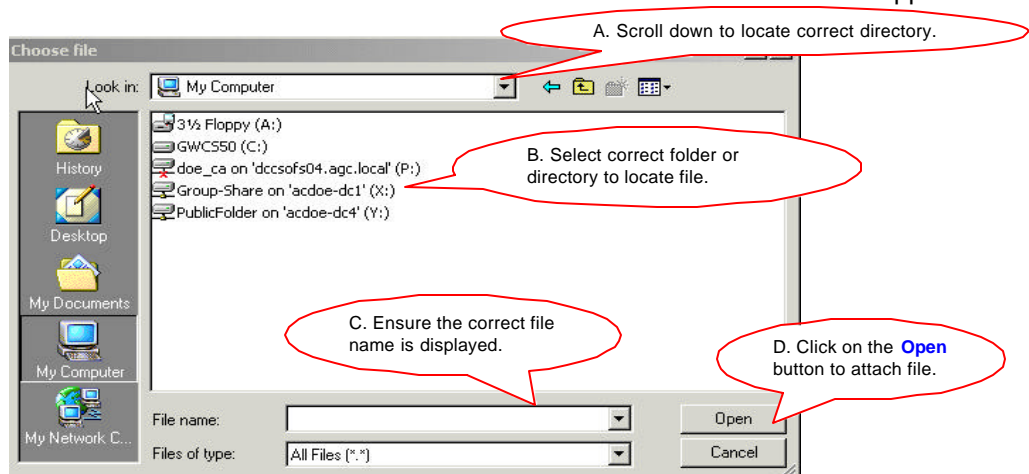
#### Create Waiver/Exemption Request

This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Other Submissions", and then click on the underlined text "Create Waiver/Exemption Request". The screen below should appear:



The screenshot shows the 'Create Waiver/Exemption Request' page. At the top left is the FSA logo. The page title is 'Create Waiver/Exemption Request'. Below the title, it says 'PUBLIC SCHOOL' and 'OPEID:11223300'. A callout '1' points to this information. Below this is a text area for a file upload, with a 'Browse...' button. A callout '2' points to the 'Browse...' button. Below the text area is an 'ADD' button. A callout '3' points to the 'ADD' button. Below the 'ADD' button is a large block of text containing a certification statement. At the bottom of the page are two buttons: 'CANCEL' and 'SUBMIT TO ED'. Callout '4' points to the 'CANCEL' button, and callout '5' points to the 'SUBMIT TO ED' button.

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document to be attached. The screen below should appear:



## Step-by-Step Guide to Using eZ-Audit For Public Schools

- After the document has been attached and the file type identified by checking the box, click the “ADD” button to ensure that the document has been successfully attached to your compliance audit submission. The screen will then change to the screen below:

### Create Waiver Exemption Request

>> PUBLIC SCHOOL  
 ▪ OPEID:11223300

Please use the fields below to upload your Waiver/Exemption Request into the system. Please note, all files must be in .pdf format. Once all file(s) have been uploaded, select "Submit". Selecting "Cancel" will return you to your home page without saving or submitting your information.

File\*:  Browse...

ADD

ATTACHED FILE(S)	
S8-FS.pdf	Request document

DELETE

New

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

4 CANCEL SUBMIT TO ED 5

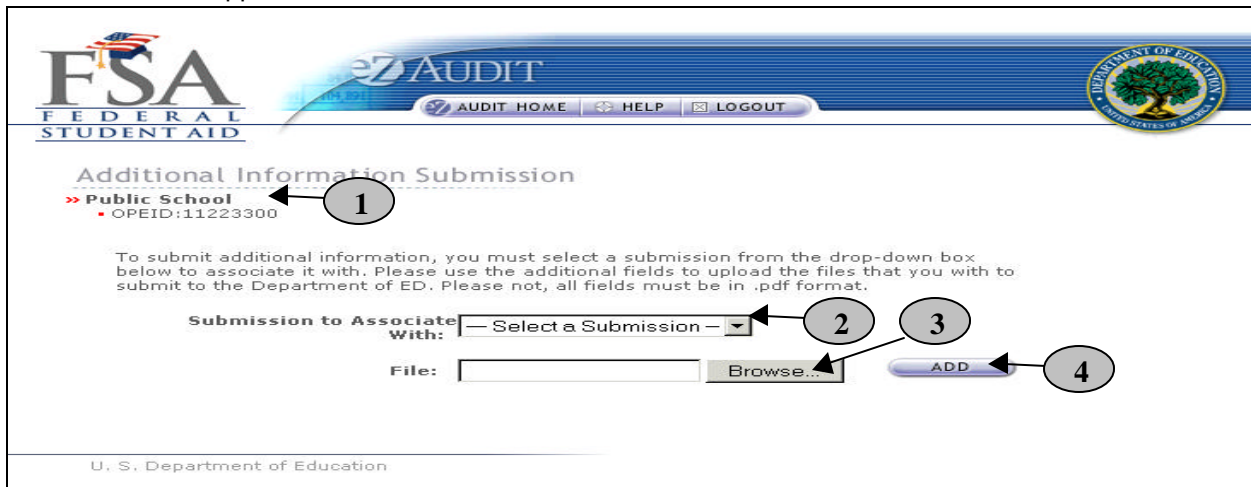
- Click the **CANCEL** button to erase all entries.
- Click the **"SUBMIT TO ED"** button to submit your Waiver Exemption Request. This will then take you to your institution's homepage with a displayed confirmation of your transaction.

## Step-by-Step Guide to Using eZ-Audit For Public Schools

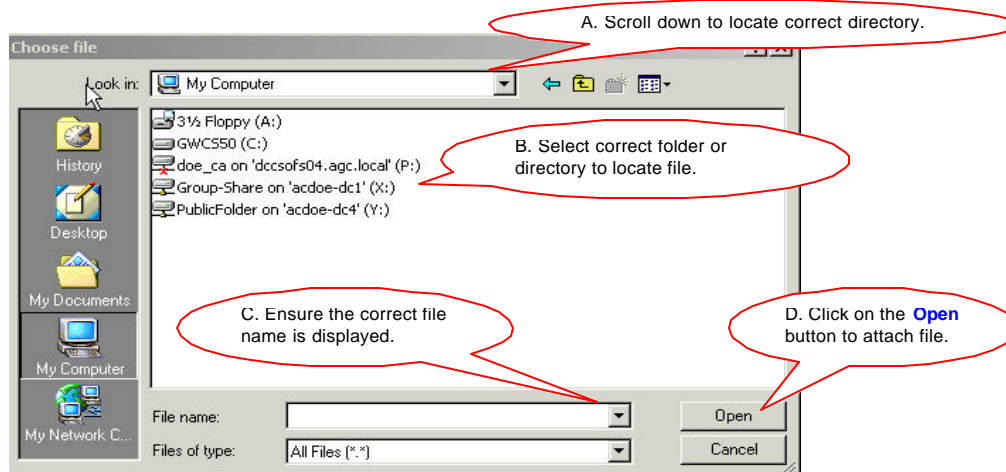
### Additional Information

#### Additional Information Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Other Submissions", and then click on the underlined text "Submit Additional Information". The screen below should appear:



1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Select a submission type.
3. Click on the **Browse** button to search for document to be attached. The screen below should appear:



4. After the document has been attached and the file type identified by checking the box, click the "**ADD**" button to ensure that the document has been successfully attached to your compliance audit submission.

#### NOTE

All schools are allowed to submit additional information (not requested) related to a current submission before Case Management has completed the review of the schools submission.



## Step-by-Step Guide to Using eZ-Audit For Public Schools

### Appendix

#### Rules of Behavior

### eZ-Audit System Rules of Behavior

#### Statement of Acceptance of User Responsibility

**For Official, Approved Use Only** – the eZ-Audit system is funded by the Government to support various programmatic efforts needed to accomplish the FSA mission. As such, these resources are to be used only for official Government business. Users should remember that when they use the eZ-Audit system, they are acting in their employment capacity on behalf of ED. Unless approved in writing by management, any activity outside that employment capacity, or which could bring harm or embarrassment to ED/FSA must be avoided.

**Privacy Expectations** – All users are cautioned that, in general computers, networks, and information systems are not “private.” Users should have no expectation of privacy when using computing resources. E-mail sent via the eZ-Audit system may bear site-specific identifiers in the address ([name@ed.gov](mailto:name@ed.gov)). As such, regardless of disclaimers, users employing ED/FSA e-mail are representing the site and ED/FSA and must act accordingly.

**Monitoring of Computing Resources** – Activities on ED/FSA systems and networks are subject to monitoring, recording, and periodic audits to ensure that the resources are functioning properly and to protect against unauthorized use. The System Administrator may access any user’s computer system or data communications and disclose information obtained through such auditing to appropriate third parties, e.g., law enforcement personnel. Use of ED/FSA computing resources implies consent by the user to such monitoring, recording, and auditing.

**Violations** – It is critical that all users adhere to ED/FSA computer policies and accepted user principles regarding appropriate use. Violations of these principles or policies may lead to disciplinary action, possibly including termination of funding and/or employment. Designated administrators or other authorized personnel will evaluate and determine the degree of violation and appropriate disciplinary action.

**Manager/Administrator Responsibilities** – Management personnel will lead in applying these user principles. Managers are responsible for implementing these accepted user principles in their organization and will be accountable for ensuring that users are aware of and acknowledge their responsibilities.

#### Accepted User Principles

Users’ access to computing resources indicates a level of trust bestowed upon them by their management and ultimately by ED. Users are responsible for their actions and must be aware of and acknowledge their responsibilities.





## Step-by-Step Guide to Using eZ-Audit For Public Schools

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### **At a minimum *all users* are responsible for these principles:**

- Ensuring that the eZ-Audit system is used only for official Government business.
- Knowing who their site computer security personnel are and how they can be contacted.
- Ensuring that the eZ-Audit system is used in compliance with Title IV program participation agreements and other applicable regulatory requirements to ensure program integrity.
- Protecting the information users are processing from access by, or disclosure to, unauthorized personnel.
- Immediately reporting all security incidents and potential threats and vulnerabilities involving computing resources to designated computer security personnel.
- Protecting authenticators, such as passwords.
- Reporting any compromise or suspected compromise of a password to designated computer security personnel.
- Accessing only systems, networks, data, control information, and software for which they are authorized.
- Ensuring that system media and system outputs are marked according to their sensitivity and are properly controlled and stored.
- Knowing required storage sanitizing procedures (e.g., overwriting disks that contain sensitive data prior to reuse).
- Avoiding the introduction of malicious code into any computing resource.
- Preventing physical damage to the system.
- Notifying management before relocating computing resources.
- Ensuring that the work area is secured at all times and not duplicated.
- Following procedures for signing out sensitive application documentation when removing these documents from the library and ensuring that sensitive information is not removed from the work area.
- Not removing equipment or storage media from the work area without prior written authorization from the designated systems administrators, security officer or other authorized personnel.

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Signature

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Date